

## **DISCIPLINE AND RISK MANAGEMENT CODE OF CONDUCT**

a) LMHA Members, Players, spectators and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behaviour is expected to mirror the spirit of the Bylaws, Rules and Leduc Minor Hockey Association

b) All members and participants of the Association shall respect other members, officials, parents, players, fans, team officials, volunteers, Executive Committee members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse directed towards game or team officials, members, parents, players, fans, volunteers, Executive Committee members, employee or damage to the property of the Association or of another association will not be tolerated and is subject to discipline.

c) All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.

d) Executive Members, Coaching Staff, Managers, Parents and Players are all required to sign and adhere to a Code of Conduct. By signing the Code of Conduct it is expected and assumed everyone signing fully understands their requirements and responsibilities.

e) Should one of the above not adhere to the Code of Conduct then a hearing with the Discipline Committee shall take place and consequences will be forthcoming. Should those involved normally be members that are participating on the Discipline Committee or there is a conflict of interest then other members from the Executive Board will be assigned to the Discipline Committee in their place.

f) Code of Conduct forms are located on the website.

Leduc Minor Hockey Association is a member of the Canadian Hockey Association (CHA). The CHA has developed policies and procedures on harassment and abuse of players. LMHA has adopted all of the policies put forward by the CHA through the Prevention Service Program.

## **HARASSMENT AND ABUSE POLICIES RECOGNITION AND PREVENTION OF ABUSE POLICY**

A. Relationship to Harassment/Bullying Policy

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## **HOCKEY CANADA BULLYING AND HARASSMENT POLICY**

A. Relationship to Abuse Policy

## B. Statement of Purpose

## C. Hockey Canada Harassment/Bullying Policy

### 1. Definition of Harassment

### 2. Definition of Bullying

### 3. Response and Remedies

## **RECOGNITION AND PREVENTION OF ABUSE POLICY**

This policy sets out the principles and practices of Hockey Canada with regards to abusive behaviour towards participants. Each Branch and Affiliate Association is responsible for adopting a similar policy and adapting it to provincial, regional or local requirements as appropriate.

## **RELATIONSHIP TO HARASSMENT/ BULLYING POLICY**

Some behaviors' which are defined as abuse, when a child or youth's protection is at risk, can also constitute harassment or bullying, when the behaviour breaches human rights or appropriate relationship/conduct boundaries. Hockey Canada's Harassment/Bullying Policy covers such behaviours. Together, the two policies address the entire spectrum of abusive, bullying and harassing behaviours.

## **DISCIPLINE**

All members, players, participants and fans are expected to abide by LMHA's Code of Conduct. Violation of the Code of Conduct may result in disciplinary action being taken. The Association expects members to exhibit qualities of leadership, which promotes players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

## **STANDARDS OF BEHAVIOUR/DISCIPLINE ISSUED**

As such, standards of behaviour should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that behaviour may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including Executive, Directors, Division Heads and Coordinators, Team Officials (Coaches, Assistants, Trainers, and Managers etc), Players, Parents and spectators and may take the form of, but are not limited to:

-a verbal reprimand

-a written reprimand

-a required course

-a demand for an apology, either written or verbal, to any affected party

-a suspension from participation in or at specific and defines association activities, or a recommendation to the board for a complete suspension from participation in or attendance at any or all Association activities

-a recommendation for an expulsion from the Association and/or

-a combination two or more of the above.

## **COMPLAINT PROCEDURE**

- a) A Complaint may be raised by any member of the Association, by members of another association (through their association's executive), by league officials or by members of the Association's Executive acting in response to a report from game officials or by any other party.
- b) A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.
- c) Complaints or other Discipline Issues forwarded in writing to the Executive Committee will be separated into one of two categories
  - i) If the issue requires the assessment of discipline for conduct matters, the item is turned over to the Discipline Committee.
  - ii) If the issue is policy or program related, including discipline to be issued for on-ice conduct, it will be turned over to the Code of Conduct Committee.
- d) The Association's Administrator will perform separation of issues into those to be dealt with by the Referees Association, those to be dealt with by the Code of Conduct Committee and those to be directed to the Discipline Committee.
- e) Examples of incidents which may warrant disciplinary action are as follows:
  - a) Profanity by any member of the Association.
  - b) A player or team official who receives a game misconduct, gross or match penalty.
  - c) A team assessed two or more bench minors in one game.
- d) A coach, who in the opinion of the Division Director or Chairman, is being assessed too many penalties of a serious nature.
- e) Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice.
- f) Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity.
  - g) Any other inappropriate incident.

### **COMPLAINTS INVOLVING A BREACH OF THE CODE OF CONDUCT:**

1. The By-laws of the Association stipulate that issues involving a breach of any conduct matter by any member of the Association including Executive, Directors, Division Heads and coordinators, Team Officials (Coaches, Assistants, Trainers, Managers etc), Players, Parents and spectators, shall be directed to the Discipline Committee.
2. The Association President, upon receipt of a written complaint, written report or request from a Division Head, shall forward such complaint or report to the Disciplinary Committee.
3. The Disciplinary Committee shall review the complaint or report and determine if a hearing is required and shall set a date for such hearing.

4. Informal Process- If three members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may investigate the complaint, accept submission in writing or verbal submissions from the Complainant, person being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered. The Discipline Committee shall provide a written notice of its decision to the Complainant and party being investigated. Should either the Complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the Discipline Committee undertake a formal hearing.

5. Formal Hearing-The Discipline Committee shall establish a date and time for the formal hearing.

a) At least 5 days prior to the hearing, both the Complainant and the Respondent (accused party) shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the Discipline Committee prior to the hearing.

b) The Respondent and the Complainant shall provide the requested information prior to the hearing.

c) At least 2 days prior to the hearing the Respondent and the Complainant shall provide the Discipline Committee with a list of the witnesses they intend to request appear at the hearing.

d) The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the Discipline Committee prior to the hearing.

e) If either the Complainant or the Respondent shall fail to appear at the Hearing, the hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

#### **COMPLAINTS AGAINST GAME OFFICIALS:**

The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, the Northern Referee Association and Hockey Alberta govern the referees and other officials.

Written complaints about game officials must be reported in writing, setting out the particulars of the incident and must be signed by the individual making the complaint, to the Referee-in-Chief of the Leduc Minor Hockey Association. If the complainant is not satisfied by the decision of the Referee-in-Chief, then decision can be appealed to the North Zone Director of Referees for Hockey Alberta.

**EXECUTIVE CODE OF CONDUCT LEDUC MINOR HOCKEY ASSOCIATION EXECUTIVE COMMITTEE CODE OF CONDUCT**

As an executive member of the LEDUC Minor Hockey Association I agree to:

- Make decisions for the good of all the players, parents and the Association
- Help create an atmosphere where there is a high level of cooperation and trust  Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus;
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Undertaking of Executive Position Leduc Minor Hockey Association I \_\_\_\_\_, acknowledge that as a member of the Board of Directors of Leduc Minor Hockey Association I may receive personal information and other confidential information relating to members of the Leduc Minor Hockey Association and other people. I agree to hold all such information strictly confidential. I further agree to be bound by the provisions of all federal and provincial privacy legislation. I acknowledge and agree that the Board of Directors of the Leduc Minor Hockey Association may remove me from my position as a Director of that association if I fail, refuse or neglect to comply with this undertaking. Signed at \_\_\_\_\_, Alberta, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name: \_\_\_\_\_

Please Print Signature: \_\_\_\_\_

Witness as to the signature of: \_\_\_\_\_

\_\_\_\_\_

**LEDUC MINOR HOCKEY ASSOCIATION COACHES PLEDGE**

It is the intention of this pledge to promote proper behaviour and respect for all participants within the Association. All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play .

**CODE OF CONDUCT FOR ALL COACHES**

- 1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- 2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- 3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- 4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves
- 5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
- 6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- 7. I will obtain proper training and continue to upgrade my coaching skills.

I \_\_\_\_\_ agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE COACH \_\_\_\_\_ TEAM \_\_\_\_\_

NO. \_\_\_\_\_

## LEDUC MINOR HOCKEY ASSOCIATION PLAYERS PLEDGE

It is the intention of this pledge to promote proper behaviour and respect for all Participants within the Association. All players must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

### CODE OF CONDUCT FOR PLAYERS

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me.

I will accept their decisions and show them respect.

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I agree to abide by the principles of this CODE as set and supported by this Association. I also agree to abide by the rules, regulations and decisions as set for this Association. PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE: PLAYER \_\_\_\_\_ TEAM \_\_\_\_\_





## **LEDUC MINOR HOCKEY ASSOCIATION SOCIAL MEDIA AND NETWORKING POLICY**

### **1. INTRODUCTION**

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat and any other social media network that allows users to communicate online, as well as other forms of electronic communication, but not limited to, methods such as 'imessage' or 'texting'. The policy will be applicable to all members of the LMHA Community, including Directors, Teams, LMHA members and executive, on-ice and off-ice officials, billets, players, players' family members and supporters. LMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. LMHA also respects the rights of all Teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the LMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, League and/or Leduc Minor Hockey Association.

### **2. SOCIAL MEDIA GUIDELINES**

- a) LMHA holds the entire LMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone, including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the LMHA, the LMHA recommends that you request approval from the Team or the Association.

### **3. SOCIAL MEDIA VIOLATIONS**

The following are examples of conduct through social media and networking mediums that are considered violations of the LMHA Social Media and Networking Policy and may be subject to disciplinary action by the Team, League and/or LMHA.

- a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.

- b) Divulging confidential information that may include, but is not limited to the following: player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
- c) Negative or derogatory comments about any of the Team, League and/or LMHA executive, members, programs, stakeholders, players or any member of a LMHA Team.
- d) Any form of bullying, harassment, intimidation or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing sexual exploitation, bullying etc.
- f) Online activity that contradicts the current by-laws and policies of the LMHA or any of its member Associations.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the LMHA policies and by-laws on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

#### **4. DISCIPLINE**

The Team, League and/or the LMHA will investigate reported violation(s) of this policy in the manner set out in the LMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the Team, League and/or the LMHA Board of Executives will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in a League and/or LMHA By-Laws for other types of suspensions.

#### **5. SUMMARY**

When using social media and networking mediums, the LMHA community should assume at all times they are representing the LMHA and/or its member Associations or Teams. All members of the LMHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

Should the identity or image of any member of the LMHA community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify your LMHA Team Management or the LMHA Board immediately. Any use of a player or team member's image or likeness without the written consent of LMHA is strictly prohibited.